

**Jefferson County Teachers Association
UniServ Program/Finance Director Vacancy Notice**

The Jefferson County Teachers Association is seeking applicants for a full-time UniServ Program/Finance Director serving Jefferson County. The office is located in Louisville, Kentucky. It is a certified unit only.

The successful candidate will be a rapid learner who is adaptable to changing circumstance and competing priorities and has the ability to interact productively with diverse constituencies in a demanding and complicated environment.

The position requires superior verbal and interpersonal skills, a high standard of responsiveness to member needs, a commitment to teamwork, demonstrated problem solving abilities and bookkeeping skills to maintain the finances of the organization. Willingness to work nights and weekends and the ability to travel are essential. Must have a strong commitment to and belief in unionism.

Description of position: The UniServ Program/Finance Director will assist the Executive Director and Deputy Director in the creation of the budget, perform financial duties and maintain the financial records for the Association. In addition, they will also assist members in organizational and program development through programmatic duties that include but are not limited to facilitation of trainings for members, serving as a staff liaison to Association committees and caucuses and member outreach and engagement activities.

General Duties and Responsibilities

- Maintenance of Association financial records
- Maintenance of Better Schools Kentucky financial records
- Reporting of Better Schools Kentucky financial information to the Registry of Election Finance
- Reconciliation of financial records
- Timely payment of Association bills
- Timely deposits
- Assist Association-hired CPA in financial review
- Assist Executive Director and Deputy Director in creation of Association budget
- Seek reimbursement from State Association according to agreements
- Support and assist the elected leaders and representatives of the unit in carrying out the full range of their responsibilities through facilitation of trainings, assistance in committee and caucus meetings, and other member outreach and engagement activities as assigned
- Attend meetings of the local and state Association as appropriate
- Submit reports (vouchers, activity reports, etc.) in a timely fashion
- Willingness and ability to work evenings and weekends
- Perform other duties as may be assigned

Required Qualifications

- Bachelor's degree minimum, advanced degree desired
- Demonstrated experience in bookkeeping
- High degree of interpersonal skills to work with all members
- Highly motivated, high energy, self-starter

- Strong personal communication skills – verbal and written. Must be an excellent listener.
- Appropriate technological skills including familiarity with computers, internet, Quick Books and a willingness to learn new technology
- Strong professional and personal characteristics including dependability, flexibility, solid work ethic, ability to plan and manage one's time effectively and ability to work well with diverse individuals and interests
- Skilled in project management, assessment, and evaluation
- Work experience in public schools, the Association, labor organizations or policy making bodies
- Ability and willingness to travel extensively within Jefferson County as well as within the state and outside the state by various conveyances including driving a car. Possess a Kentucky driver's license or the ability to obtain one.
- Ability to stoop, bend, reach, and carry light materials

Salary: Salary and benefits are determined by the contract negotiated between the JCTA Board of Directors and KEA Staff Organization. The staff salary schedule is based on training, experience, and job responsibilities.

How to apply: Qualified candidates should submit a letter of interest describing their experience in the areas listed in the job description, resume, two letters of reference and names and contact information of three other references to:

DeeAnn Flaherty, Executive Director
Jefferson County Teachers Association
1941 Bishop Lane, Suite 300
Louisville, KY 40218
DeeAnn.Flaherty@jcta.org

Deadline for Applications: October 5, 2011

Starting date: To be determined

The Jefferson County Teachers Association is an equal opportunity organization and has an affirmative action program to seek out applications from women and ethnic minorities for its staff positions.